

## UDOT Consultant Services

UDOT Consultant Project Manager Pool  
January 1, 2007 through June 30, 2009

December 21, 2006

### Contact for additional information:

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**UDOT Consultant Services**

**Pool: UDOT Consultant Project Manager**  
**Period: January 1, 2007 through June 30, 2009**

DM# 54864

<b>Firm - Individual Name</b>	<b>Contact Person</b>	<b>Phone Number</b>	<b>Email</b>	<b>Address</b>
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Carter & Burgess - Alvarez, David	David Alvarez	801-355-1112	<a href="mailto:david.alvarez@c-b.com">david.alvarez@c-b.com</a>	155 N 400 W, Ste 550, Salt Lake City, UT 84103-1130
Carter & Burgess - Oldroyd, Michael	Michael Oldroyd	801-355-1112	<a href="mailto:michael.oldroyd@c-b.com">michael.oldroyd@c-b.com</a>	155 N 400 W, Ste 550, Salt Lake City, UT 84103-1130
Carter & Burgess - Romero, Cathy	Cathy Romero	801-355-1112	<a href="mailto:cathy.romero@c-b.com">cathy.romero@c-b.com</a>	155 N 400 W, Ste 550, Salt Lake City, UT 84103-1130
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HDR Engineering - Buttenob, John	Brent Jensen	801-743-7800	<a href="mailto:Brent.Jensen@hdrinc.com">Brent.Jensen@hdrinc.com</a>	3995 S 700 E, Ste 100, Salt Lake City, UT 84107
HDR Engineering - Kilmurray, David	Brent Jensen	801-743-7800	<a href="mailto:Brent.Jensen@hdrinc.com">Brent.Jensen@hdrinc.com</a>	3995 S 700 E, Ste 100, Salt Lake City, UT 84107
HDR Engineering - Simmons, Jeff	Brent Jensen	801-743-7800	<a href="mailto:Brent.Jensen@hdrinc.com">Brent.Jensen@hdrinc.com</a>	3995 S 700 E, Ste 100, Salt Lake City, UT 84107
HDR Engineering - Swanwick, Carmen	Brent Jensen	801-743-7800	<a href="mailto:Brent.Jensen@hdrinc.com">Brent.Jensen@hdrinc.com</a>	3995 S 700 E, Ste 100, Salt Lake City, UT 84107
Horrocks Engineers - Cabell, Lee	Lee Cabell	435-986-7888	<a href="mailto:lee@horrocks.com">lee@horrocks.com</a>	One West Main St, PO Box 377, American Fork, UT 84003
Horrocks Engineers - Christensen, Mack	Mack Christensen	801-763-5133	<a href="mailto:mackc@horrocks.com">mackc@horrocks.com</a>	One West Main St, PO Box 377, American Fork, UT 84003
Horrocks Engineers - Jorgensen, Stan	Stan Jorgensen	801-763-5160	<a href="mailto:stan@horrocks.com">stan@horrocks.com</a>	One West Main St, PO Box 377, American Fork, UT 84003
Horrocks Engineers - Miller, John	John Miller	801-763-5100	<a href="mailto:johnm@horrocks.com">johnm@horrocks.com</a>	One West Main St, PO Box 377, American Fork, UT 84003
Horrocks Engineers - Seely, Mike	Mike Seely	801-763-5189	<a href="mailto:mikese@horrocks.com">mikese@horrocks.com</a>	One West Main St, PO Box 377, American Fork, UT 84003
Jones & DeMille - Christensen, Tom	Tom Christensen	435-896-8266	<a href="mailto:tom@jonesanddemille.com">tom@jonesanddemille.com</a>	1535 S 100 W, Richfield, UT 84701
Michael Baker Jr - Anderson, Jim D.	Dwight Schock	801-352-5976	<a href="mailto:dschock@mbakercorp.com">dschock@mbakercorp.com</a>	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Anderson, John D.	Dwight Schock	801-352-5976	<a href="mailto:dschock@mbakercorp.com">dschock@mbakercorp.com</a>	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Olsen, Chris J.	Dwight Schock	801-352-5976	<a href="mailto:dschock@mbakercorp.com">dschock@mbakercorp.com</a>	6955 Union Park Center, Ste 370, Midvale, UT 84047
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Michael Baker Jr - White, Jaime	Dwight Schock	801-352-5976	<a href="mailto:dschock@mbakercorp.com">dschock@mbakercorp.com</a>	6955 Union Park Center, Ste 370, Midvale, UT 84047
Michael Baker Jr - Wright, Farrell R.	Dwight Schock	801-352-5976	<a href="mailto:dschock@mbakercorp.com">dschock@mbakercorp.com</a>	6955 Union Park Center, Ste 370, Midvale, UT 84047
Parsons Transportation - Wildauer, Matthew J.	David Warnock	801-553-3326	<a href="mailto:David.Warnock@parsons.com">David.Warnock@parsons.com</a>	406 W South Jordan Pkwy, Ste 300, South Jordan, UT 84095
Project Engineering Consultants - Florence, Leo	Leo Florence	801-495-4240	<a href="mailto:leo@pecutah.com">leo@pecutah.com</a>	8819 S Redwood Rd, Ste C, West Jordan, UT 84088
Project Engineering Consultants - Horton, Gary	Gary Horton	801-495-4240	<a href="mailto:gary@pecutah.com">gary@pecutah.com</a>	8819 S Redwood Rd, Ste C, West Jordan, UT 84088
Project Engineering Consultants - O'Neill, Carrie	Carrie O'Neill	801-495-4240	<a href="mailto:carrie@pecutah.com">carrie@pecutah.com</a>	8819 S Redwood Rd, Ste C, West Jordan, UT 84088

**UDOT Consultant Services****Pool: UDOT Consultant Project Manager****Period: January 1, 2007 through June 30, 2009**

DM# 54864

<b>Firm - Individual Name</b>	<b>Contact Person</b>	<b>Phone Number</b>	<b>Email</b>	<b>Address</b>
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Ruf & Associates - Ruf, Harold B.	Steve Ruf	801-764-9100	<a href="mailto:steve@rufassociates.com">steve@rufassociates.com</a>	510 E 770 N, Orem, UT 84007
Stanley Consultants - Freeman, Mark	Mark Freeman	801-293-8880	<a href="mailto:freemanmark@stanleygroup.com">freemanmark@stanleygroup.com</a>	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
Stanley Consultants - Hanson, Vance	Vance Hanson	801-293-8880	<a href="mailto:hansonvance@stanleygroup.com">hansonvance@stanleygroup.com</a>	5353 S 960 E, Ste 220, Salt Lake City, UT 84117
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URS Corporation - Mock, Kevin	Rachel McQuillen	801-904-4000	<a href="mailto:rachel_mcquillen@urscorp.com">rachel_mcquillen@urscorp.com</a>	756 E Winchester St, Ste 400, Salt Lake City, UT 84107
URS Corporation - Powell, Andy	Rachel McQuillen	801-904-4000	<a href="mailto:rachel_mcquillen@urscorp.com">rachel_mcquillen@urscorp.com</a>	756 E Winchester St, Ste 400, Salt Lake City, UT 84107
WCEC Engineers - Taylor, Timothy J.	Aaron Wall	801-456-3847	<a href="mailto:awall@wcecengineers.com">awall@wcecengineers.com</a>	147 W Election Rd, Ste 200, Draper, UT 84020
WCEC Engineers - Wall, Aaron	Aaron Wall	801-456-3847	<a href="mailto:awall@wcecengineers.com">awall@wcecengineers.com</a>	147 W Election Rd, Ste 200, Draper, UT 84020
Wilson & Company - Brady, James A.	Michael Falini	719-520-5800	<a href="mailto:michael.falini@wilsonco.com">michael.falini@wilsonco.com</a>	5755 Mark Dabling Blvd, Ste 220, Colorado Springs, CO 80919-2200
Wilson & Company - Falini, Michael D.	Michael Falini	719-520-5800	<a href="mailto:michael.falini@wilsonco.com">michael.falini@wilsonco.com</a>	5755 Mark Dabling Blvd, Ste 220, Colorado Springs, CO 80919-2200
Wilson & Company - King, Michael W.	Michael Falini	719-520-5800	<a href="mailto:michael.falini@wilsonco.com">michael.falini@wilsonco.com</a>	5755 Mark Dabling Blvd, Ste 220, Colorado Springs, CO 80919-2200
Wilson & Company - Pouliot, Steve G.	Michael Falini	719-520-5800	<a href="mailto:michael.falini@wilsonco.com">michael.falini@wilsonco.com</a>	5755 Mark Dabling Blvd, Ste 220, Colorado Springs, CO 80919-2200

**UTAH DEPARTMENT OF TRANSPORTATION**

**REQUEST FOR QUALIFICATIONS  
(RFQ)**

**UDOT CONSULTANT PROJECT  
MANAGER POOL**

**POOL PERIOD  
JANUARY 1, 2007 - JUNE 30, 2009**

**October 28, 2006**

**UDOT Consultant Project Manager Pool  
Request for Qualifications  
January 1, 2007 – June 30, 2009**

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**RFQ REQUIREMENTS SUMMARY**

**Brief Description of Work**

Once a UDOT Program Manager has selected and contracted with a Consultant from the qualified consultant list, the Consultant will act as the UDOT Consultant Project Manager on multiple predetermined projects.

**Pool Project Locations**

Various locations statewide

**Sources of Funding**

Federal, Local, State or Other

**RFQ Administrator**

Gaye Hettrick, Consultant Services Manager  
4501 S. 2700 W. 4th Floor / NE Corner  
Box 148490  
Salt Lake City, UT 84119-5998  
Office: (801) 965-4639  
Fax: (801) 965-4796  
Email: [ghettrick@utah.gov](mailto:ghettrick@utah.gov)

**Local Newspaper Saturday Advertisement Dates**

October 28, 2006 and November 4, 2006

**Pool List Website Posting**

Monday, October 30, 2006

**Statements of Qualifications Due**

**Tuesday, November 28, 2006 before 11:00 a.m.** (SOQ's will not be accepted after the 11:00 a.m. deadline.)

**Pool Period**

January 1, 2007 through June 30, 2009 (For more details, see page 9.)

**Financial Screening**

The Department requires Consultants be Financially Screened prior to performing work for UDOT. If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT. The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before. Consultants may obtain the *Financial Screening Application* from the UDOT Web site [udot.utah.gov](http://udot.utah.gov) under "Inside UDOT > Internal Groups and Divisions > Project

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Development > Consultant Services > Forms” or [udot.utah.gov/index.php?m=c&tid=287](http://udot.utah.gov/index.php?m=c&tid=287). For questions, contact the Consultant Services Financial Analyst at 801-965-4138. A Consultant’s Financial Screening status is effective for the period of one year from the time the Consultant is approved.

**Consultant Services Electronic Notification Subscription Service**

Please join the Consultant Services Electronic Notification Subscription Service. Consultants will only be notified of any updates or changes to this RFQ through this service. The website for subscribing is <http://www.udot.utah.gov/index.php/m=c/tid=548>.

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**SELECTION SCHEDULE**

<b>Date</b>	<b>Day</b>	<b>Action</b>
10/28/06	Saturday	Advertisement of Pool RFQ in newspapers
10/30/06	Monday	Posting of Pool RFQ on UDOT Consultant Services Project Advertisement website
11/4/06	Saturday	2 <sup>nd</sup> Advertisement of Pool RFQ in newspapers
11/28/06	Tuesday	Pool Statements of Qualifications are due at 11:00 a.m.
12/15/06	Friday	UDOT Selection Team Meeting
12/20/06	Wednesday	Pool List Website Posting



**UDOT Consultant Project Manager Pool  
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**ADVERTISEMENT**

**NOTICE OF CONSULTANT SERVICES**

The Utah Department of Transportation (UDOT) is seeking the services of qualified consultants to respond to our UDOT Consultant Project Manager Pool Request for Qualifications. This Pool Period is January 1, 2007 through June 30, 2009.

If you are interested in submitting a Statement of Qualifications, the Request for Qualifications information will be available on Monday, October 30, 2006 and may be obtained from the Utah Department of Transportation Web site [udot.utah.gov](http://udot.utah.gov) under "Inside UDOT > Internal Groups and Divisions > Project Development > Consultant Services > Project Advertisements" or [udot.utah.gov/index.php?m=c&tid=614](http://udot.utah.gov/index.php?m=c&tid=614).

**The deadline for submitting Statement of Qualifications is 11:00 a.m. on Tuesday, November 28, 2006.** The right is reserved by the Department to reject any and all Statements of Qualifications.

UDOT encourages Disadvantaged Business Enterprises and/or Women Business Enterprises to respond to this Pool RFQ.

October 28, 2006

John R. Njord  
Executive Director  
Utah Department of Transportation

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**SOQ REQUIREMENTS SUMMARY**

**Preparation of SOQ's**

Prepare Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary.

**SOQ Submittal for Each Individual Engineer Proposed**

Consultants should submit a separate SOQ for each individual within their firm they wish to qualify in this Pool. This may mean multiple submittals from a single firm.

**Introduction Letter**

The letter will need to identify that the Consultant:

- A. Has read the RFQ;
- B. Understands the conflict of interest, acceptance and completion criteria, submittal and financial screening requirements;
- C. Is willing to follow all state and federal contracting requirements; and,
- D. Understands that policy & procedures & processes may change during the Pool Period and that UDOT will require Consultant compliance that may mean proactive and positive behavior while change is taking place.

Each letter will also need to include a contact person and information (name, title, office phone, fax number, address, email address, cell phone) in case our Pool Selection Team has questions about the submittal.

Each letter should also include in the upper right hand corner which copy it is (Original, #1, #2, #3, etc.) No page number required on the letter.

Consultants are also required to disclose any debarment or license issues and/or investigations along with any UDOT Project Evaluations received that included a score of zero or one in any category. (You may use company letterhead for this letter.)

**Copies**

Submit one (1) original (Consultant Services Public Record Files) and eight (8) copies clearly marked #1, #2, #3, etc. (Selection Team Members) Statements of Qualifications. This information should be clearly marked in the upper right hand corner of the Introduction Letter.

**Electronic PDF File of SOQ on a CD**

Submit one CD with an electronic PDF File of SOQ labeled with the Consultant Name, "UDOT Project Management Pool SOQ", and Submittal Due Date.

**SOQ Page Maximum and Numbering**

Every page shall be numbered consecutively, **1,2,3, ... 5**. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Introduction Letter as page 1. You are limited to 5 pages total. **Any SOQ that exceeds the page-maximum will be disqualified.**

**Page Footers**

Page Footers are required on every page bottom right corner and must include the following information:

- A. Consultant Name;
- B. Name of Individual Consultant Project Manager Proposed; and,
- C. Page number.

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**Margins**

One Inch Margins for all 5 pages (Page Footer information may be inside or outside of this boundary).

**Ink**

Submittals should be in black and white (excluding letterhead).

**Stapling**

Staple Statements of Qualifications in the upper left corner (do not bind).

**Font**

Size 11 or 12 point is preferred.

**Script**

Arial or Times New Roman is preferred.

**Paper**

8½ x 11 (non-glare, non-card stock paper is preferred).

**Design**

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and should meet the above requirements.

**SOQ Delivery**

Statement of Qualifications need to be delivered or mailed to UDOT Consultant Services, 4th Floor, Box 148490, 4501 South 2700 West, Salt Lake City, Utah 84119-5998, attention Gaye Hettrick, Consultant Services Manager and RFQ Administrator.

**SOQ Deadline**

**Tuesday, November 28, 2006 before 11:00 a.m.**

**Rejection of Statements of Qualifications**

The Department will reject all Statements of Qualifications that do not meet the “received by Consultant Services” submittal deadline of 11:00 a.m. or if the appropriate number of copies are not submitted. UDOT will not make copies or fix errors. In addition, any SOQ that exceeds the page-maximum will be disqualified.

**Penalty Points**

The Department reserves the right (through Consultant Services and/or the Selection Review Team) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal but to help standardize/streamline the Pool Review Process.

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**ACCEPTANCE AND COMPLETION CRITERIA**

**Types of Projects/Contracts**

The Department at this time intends to utilize the Consultant Project Manager Pool to supplement in-house project management staff. The Department will contract for management of multiple projects under one contract which may include local government and/or State projects. The Consultant Project Manager will not participate in the selection of other consultants for these projects. The contract fee type the Department intends to use is Unit-Price and the contract will not require withholding any retainage. However, if the Department determines at a future date other methods would be more effective, these methods may be changed.

**Conflict of Interest**

A UDOT Program Manager will determine a list of projects for which the Department wishes to outsource the Project Management. During negotiations with the Consultant for specific contracts under this Pool, the Consultant will need to affirm that it does not have any financial or other interest in the outcome of any project the Consultant Project Manager will be managing. The Consultant will need to further affirm that it does not have any agreement, enforceable promise, or guarantee to provide any future work on any project the Consultant Project Manager will be managing. The Consultant will need to further affirm it has no associations or professional or business relationships with anyone who has a financial interest in the outcome of any of the projects, nor does anyone with a financial interest in the outcome of these projects exercise any control over the Consultant's management of these projects.

Once a Consultant contracts as the Consultant Project Manager, the Consultant will no longer be eligible for other work on those specific projects the Consultant will be managing; i.e., environmental services, design, construction management engineering, etc. In addition, the Consultant Project Manager will not participate in RFQ selections nor will they be responsible for selecting other consultants from the General Engineering Services & Local Government Pool to perform work on these projects. The UDOT Program Manager will act as the Project Manager for these functions if necessary.

**Pool Period**

The Department may include UDOT Consultant Project Manager as a discipline in the 2007-2009 General Engineering Services & Local Government Pool (GE & LG Pool). The Department reserves the right to either "grandfather-in" individuals selected through this Pool selection process or to require Consultants to resubmit new Statements of Qualifications for the GE & LG Pool.

**Prime Consultant Requirement**

The contract language for a Consultant Project Manager will state the Prime Consultant will perform **100%** of tasks related to the Work Plan.

**Contract Document Requirements**

The Consultant will submit the following items to the UDOT Program Manager for review and approval after selection for a contract under this Pool:

- Executive Summary
- Detailed Work Plan
- Staffing Plan (UDOT Form Required)
- Task Schedule/Deliverable Dates/Contract Completion Date
- Contract-Specific Insurance Certificate
- Cost Proposal

## **UDOT Consultant Project Manager Pool Request for Qualifications January 1, 2007 – June 30, 2009**

### **Insurance Requirements**

The Department reserves the right to require all Consultants selected for Pool Contracts to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of the Department. It is the responsibility of the Consultant to meet the insurance requirements of the Department. Insurance Waivers may be requested through the UDOT Program Manager in writing who will then submit the request to Risk Management and Consultant Services for approval.

### **Consultant Personnel/Certification Requirements**

If an approved Consultant Project Manager leaves a firm during a contract and:

- The firm **does have** another approved Consultant Project Manager, the firm may submit the proposed change in writing within 10 working days to the UDOT Program Manager for approval. If the Program Manager approves, the Program Manager will forward the change and their approval to UDOT Consultant Services and the Comptroller's Office within 10 working days. If the UDOT Program Manager does not approve, they may request a revision of the proposal, ~~score the Consultant lower on the Consultant Evaluation, and/or~~ terminate the contract.
- The firm **does not have** another approved Consultant Project Manager, the contract will be cancelled and possibly initiated with another firm from the qualified pool list.

If an approved Consultant Project Manager leaves a firm during the Pool period and:

- The new firm he/she joins **is** already qualified under this Pool with other Consultant Project Manager(s), then the new firm with this Consultant Project Manager, **is** eligible for selection for new projects under this Pool.
- The new firm he/she joins **is not** already qualified under this Pool with other Consultant Project Manager(s), then the new firm with this Consultant Project Manager, **is not** eligible for selection for new projects under this Pool.

The Consultant guarantees the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. If the Department has determined that non-professional technical people, who may work on projects for the Department, must meet certain certification requirements, it must be reflected in each SOQ that the Consultant has met this requirement.

### **Training Requirements**

Consultants will be required to provide the Department any training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

### **Applicable Federal, State, and Local Regulations**

It is the responsibility of Consultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants shall conform to all state and federal requirements.

### **Authorization to Begin Work**

Consultant Services is the only authorized agent to give a Notice to Proceed. This may come via e-mail or fax and will then be followed through by an official letter.

**NOTE:** Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

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**Consultant Evaluation Requirements**

Consultant Services recommends to UDOT Program Managers that they perform at least TWO Consultant Evaluations on every Pool Contract. Consultants are encouraged to initiate these evaluations if the UDOT Program Manager has not.

**Consultant Evaluation Form**

The Consultant Evaluation Form (final evaluation) may allow the UDOT Program Manager to disallow a Consultant from future UDOT or Local Government Projects from 6 months to 3 years and should be taken very seriously.

**Debarment Certification**

Federal Regulations require certification by prospective participants (including consultants, contractors, subcontractors, and principals) as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions on every contract. Consultants who are debarred from working in the current Pool Period will receive a letter from Consultant Services and a copy of the Consultant's Final Evaluation. The firm or individual name will then be redlined on the UDOT Pool List to notify UDOT Program Managers that no new work can be given to this firm/individual until the debarment time is over. Consultants are required to divulge current (last 2 years) debarment or license investigation information, if applicable, in their Pool Introduction Letters.

**Pool Debriefing Opportunities**

Consultant Services will offer Consultant Pool Debriefs by email. Debriefing information will include:

- A. Criteria & Total Scores;
- B. Selection Team Comments on the strengths and weaknesses of SOQ; and
- C. Comments regarding any failing consultant scores, see page 12 for more details. This may be changed to meet the needs of the Department.

**Disclosure and Disposition**

Statements of Qualifications of successful Consultants shall be open to public inspection for a period of up to three years after the Pool selection is made. Once submitted, Statements of Qualifications become the property of Utah Department of Transportation and are treated as privileged documents (this includes scores and comments) and will be handled according to Department Policies. The Review Team Copies will either be destroyed or placed at the Regions as a resource.

**Pre-award Audit**

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

**Technology Requirements**

It is the responsibility of the Consultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse the Department for any errors that have a direct cost to the Department. Technical and Standards support will be provided to the consultant through the Engineering Technology Services Section of the Project Development Division of UDOT. Questions or comments can be addressed to Craig Hancock, Director of Engineering Technology Services at the Utah Department of Transportation, 4501 South 2700 West, Salt Lake City, Utah 84119. You may e-mail Craig at [chancock@utah.gov](mailto:chancock@utah.gov) or call him at (801) 965-4865.

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**INDIVIDUAL PERSON QUALIFICATIONS FOR CONSULTANT**

Each consultant should submit a separate Statement of Qualifications for individuals they are proposing as "UDOT Consultant Project Managers". Interested Consultants are to submit an SOQ summarizing their abilities and strengths.

**EVALUATION/SCORING CRITERIA**

The UDOT Consultant Project Manager Pool Selection Team will evaluate and score all Statements of Qualifications in accordance with the criteria and rating scale below. Criteria 1-3 are based on the individual proposed Consultant Project Manager and will be scored on a scale of 1-5. Criteria 4-5 are based on the firm and will be Pass/Fail. (NOTE: It is not required to have headings on separate pages in the SOQ.)

**Rating:    0 = Not Qualified       1       2       3       4       5 = Excellent**

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Qualifications (Individual)	40		<u>X 8 =</u>	
2	Federal-aid Project Experience (Individual)	30		<u>X 6 =</u>	
3	Project Management Experience (Individual)	30		<u>X 6 =</u>	
4	Qualifications/Experience of Support Team (Firm)	Pass/Fail*			
5	Capability of the Consultant (Firm)	Pass/Fail*			
<b>Total Points</b>		100			
<p>* <b>Pass/Fail:</b> If a Selection Team Member rates a Consultant with a failing score, the Team Member will be required to submit detailed comments on the Evaluation Form. If the Consultant receives a failing score by the Selection Team, the proposed individual in the Statement of Qualifications will not be selected for the qualified pool list. If the failing score is less than unanimous by the Selection Team, the Selection Team will decide as a Team by "Consent" whether the Consultant receives a passing or failing score. "Consent" is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. Comments will be given to the Consultant in their debriefing email.</p>					

**Heading 1 – Qualifications (Individual)**

Submit information about education, facilitation, collaboration, presentation, communication, and other pertinent skills necessary to lead a team.

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**Heading 2 – Federal-aid Project Experience (Individual)**

Present information related to direct experience working on federal-aid projects.

**Heading 3 – Project Management Experience (Individual)**

Provide information related to direct experience managing teams and projects.

**Heading 4 – Qualifications/Experience of Support Team (Firm)**

State Consultant firm experience and availability in supporting Project Manager and project team.

**Heading 5 – Capability of the Consultant (Firm)**

Provide Consultant firm capabilities such as specific and unique strengths of firm that show leadership and management commitment.



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**SCOPE OF WORK  
(DESCRIPTIONS/CERTIFICATIONS/OTHER REQUIREMENTS)**

In an effort to assist Local Governments and UDOT in facilitating and expediting their projects, UDOT is requesting proposals from qualified firms for a Consultant Project Manager. The Consultant Project Manager will act as the UDOT Project Manager and provide project management services for both UDOT and Local Government projects.

**General**

Project assignments will be made by the UDOT Region Program Manager. The Region Program Manager will provide the Consultant Project Manager with Local Government project applications, UDOT concept reports and current project contracts for each project assigned.

The Consultant Project Manager will perform a cursory review of all assigned projects. Identify any fatal flaws with respect to scope, schedule and budget. Coordinate with UDOT's local government manager and UDOT region environmental to capture comments of their review during the sponsors' application process. If fatal flaws are identified, notify the Local Government contact, MPO and Region Program Manager.

Lead project teams by following the Utah Department of Transportation Design Process for both Local government and UDOT projects. The process can found at <http://www.udot.utah.gov/download.php/tid=721/DesignProcessManual.pdf>.

**Local Government Projects**

For projects sponsored by a Local Government, the Consultant Project Manager will follow the UDOT Local Government Guide and ensure the local governments are following the guide. The guide can be found at <http://www.udot.utah.gov/index.php/m=c/tid=1480>. The Consultant Project Manager will be responsible for contacting the local government contact listed in the project application within 2 days of the project assignment to begin work.

**Cooperative Agreements**

Assist Local Agencies in the development, preparation and coordination of Cooperative Agreements for design, construction, utilities and right-of-way. This includes scheduling, coordinating and attending meetings. Prepare draft cooperative agreements and facilitate the processing of the agreement through both the Local Agency and UDOT.

**Consultant Contracts**

Assist Local Agencies in the development, negotiation and submittal of preliminary engineering and construction engineering contract information to Consultant Services. This includes scheduling, coordinating and attending meetings, preparing an independent cost estimate, R-709's, request and approval memos and obtaining the letter of concurrence from the local

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agency. It also includes facilitating the processing of the agreement through both the Local Agency and UDOT.

**Assistance in Design and Advertising Process**

Assist Local Government and their respective consultant in preparation of environmental documents, project design criteria, plans, specifications, and estimates for project advertisement. Ensure that the design team has performed the Region estimate review process prior to submitting for advertisement. Schedule, facilitate and coordinate project related meetings.

**Project Scheduling**

Assist Local Governments in identifying and updating project schedules. Ensure consultants are keeping contract related schedules. Help local agency and consultants in identifying schedule dilemmas and implementing schedule solutions. Meet with consultant and local agency on a regular basis to review project schedule.

**Project Scoping & Funding**

Assist Local Governments in identifying and resolving scoping and funding issues. Assist local agency in signing and processing consultant pay requests. Meet with consultant and local agency on a regular basis to review project scope and funding. Assist consultant and local agency in identifying and implementing project related scoping and funding solutions.

**ePM Set-up and Updates**

Within one week of project assignment complete screens 450, 505, 220 and identify a probable project advertisement date. Update and maintain additional ePM screens identified by UDOT Region Program Manager.

**Other Activities**

Assist with project related activities as directed by the UDOT Region Program Manager.

**Project Management Billings**

In addition to preparing standard UDOT monthly billings, the Consultant Project Manager will also prepare a Time Allocation to Projects Report.

**UDOT Projects**

**Consultant Contracts**

Work with consulting firms in the development, negotiation and submittal of preliminary engineering and construction engineering contract information to Consultant Services. This includes scheduling, coordinating and attending meetings, preparing an independent cost estimate, R-709's, and request/approval memos.

**Design and Advertising Process**

Lead project teams in preparation of environmental documents, project design criteria report, plans, specifications, and estimates for project advertisement. Ensure that the design team has

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performed the Region estimate review process prior to submitting for advertisement. Schedule, facilitate and coordinate project related meetings.

**Project Scheduling**

Coordinate with consultants in keeping contract related schedules. Coordinate with project team members on a regular basis to review and approve project schedule.

**Project Scoping & Funding**

Lead project team in identifying and resolving scoping and funding issues. Review and approve consultant pay requests. Meet with project team on a regular basis to review project scope and funding. Assist project team in identifying and implementing project related scoping and funding solutions.

**ePM Set-up and Updates**

Within one week of project assignment complete screens 450, 505, 220 and identify a probable project advertisement date. Update and maintain additional ePM screens identified by UDOT Region Program Manager.

**Other Activities**

Assist with project related activities as directed by the UDOT Region Program Manager.

**Project Management Billings**

In addition to preparing standard UDOT monthly billings, the Consultant Project Manager will also prepare a Time Allocation to Projects Report.